*Example of basic offer letter:*

* *LECTURER*
* *LECTURER DOCTORAL SCHEDULE*
* *COLLEGE LAB TECHNICIAN*

PLEASE INCORPORATE THE CONTRACTUAL TEACHING INSTRUCTIONAL START DATE AS OUTLINED IN THE MEMORANDUM FROM CENTRAL.

DATE

NAME

ADDRESS

ADDRESS

Dear

We are pleased to inform you that we have been authorized by the President to offer you a certificate of continuous employment (CCE)-track appointment as [ ], Department of [ ] at an annual salary of $00,000, for the 200N-200N+1 academic year beginning August xx, 20xx.[[1]](#footnote-1)

This offer is subject to the terms and conditions governing faculty appointments at Queens College of the City University of New York. It is also subject to the approval of the Board of Trustees of the City University of New York and financial ability.

Please sign the enclosed copy of this letter and return it to my office by [ ] to indicate acceptance of this offer.

We look forward to working with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, School of Chair, Department of

I accept this offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

C: Provost Patricia Price

1. [↑](#footnote-ref-1)